

## IOWADOT U INSTRUCTIONS FOR CITY AND COUNTY GOVERNMENT EMPLOYEES

The first step is to set up a User name and Password for IOWADOT U.

This is a one-time process and typically only takes a few minutes.

### TO SET UP A USER NAME AND PASSWORD:

Go to <https://learning.iowadot.gov>

The following screen will appear. At the bottom right, click on **Non-DOT User Login**

The screenshot shows the 'Iowa DOT Employee Login Page'. At the top, there is a logo for 'IOWADOT U' with the tagline 'Smarter and Simpler Learning'. Below the logo, the title 'Iowa DOT Employee Login Page' is displayed. A message states: 'To access the site, please type in your user name and password just as you would to login to your DOT computer'. There are two white input fields for username and password. Below these fields is a red 'Login' button. At the bottom, a link is provided: 'If you are not a DOT Employee and would like to access IowaDOTU, please click on this link to the Non-DOT User Login'.

You should now see the Non-DOT Users Login Page below.

If you have not set up a User name and Password yet, click on **Register Here**.



You should now see the screen below. Please fill in the requested information.

All fields with **red** labels are required. In the **Division** drop down box, please select **Technical Training & Certification**.

On the bottom right, you will create a **User Name** and **Password** that will be used for IOWADOT U.

It may be helpful to write your **User Name** and **Password** down for reference.

When you have finished entering the information, please press **Save**.

register register · IDOT | log out

**IOWADOT U**  
Smarter and Simpler Learning

New User Save

\* Required

**USER DETAILS**

First Name.*	<input type="text"/>	Division.*	<input type="text" value="- Select One -"/>
Last Name.*	<input type="text"/>	Employer Name.*	<input type="text"/>
Middle Name.*	<input type="text"/>	If You Are Self-Employed, Please Enter "Self" In This Field	<input type="text"/>
E-Mail Address.*	<input type="text"/>	Employer Address.*	<input type="text"/>
Home Address.*	<input type="text"/>	Employer City.*	<input type="text"/>
City.*	<input type="text"/>	Employer State.*	<input type="text"/>
State.*	<input type="text" value="- Select One -"/>	Employer Zip.*	<input type="text"/>
Country.	<input type="text" value="United States Of America"/>	Employer Phone.*	<input type="text"/>
Home Phone Number.*	<input type="text"/>	Manager Email	<input type="text"/>
Fields marked with "*" are required fields.		County. (Please Scroll Down The List)	<input type="text" value="-SelectOne-"/>
		User Name.*	<input type="text"/>
		Password.*	<input type="text"/>
		Confirm Password.*	<input type="text"/>

Please remember username and password in order to log into the system in the future .

## TO ENROLL IN A CLASS:

Go to <https://learning.iowadot.gov>

The following screen will appear. At the bottom right, click on **Non-DOT User Login**

The screenshot shows the Iowa DOT Employee Login Page. At the top left is the IOWADOT logo with the tagline "Smarter and Simpler Learning" and a large red "U" logo. The background is a scenic view of a bridge over a river. The page title is "Iowa DOT Employee Login Page". Below the title is a instruction: "To access the site, please type in your user name and password just as you would to login to your DOT computer". There are two white input boxes for username and password. Below them is a red "Login" button. At the bottom, there is a link for non-employees: "If you are not a DOT Employee and would like to access IowaDOTU, please click on this link to the [Non-DOT User Login](#)".

**IOWADOT**  
Smarter and Simpler Learning

### Iowa DOT Employee Login Page

To access the site, please type in your user name and password just as you would to login to your DOT computer

  
  
**Login**

If you are not a DOT Employee and would like to access *IowaDOTU*, please click on this link to the [Non-DOT User Login](#)

You should now see the Non-DOT Users Login Page below.

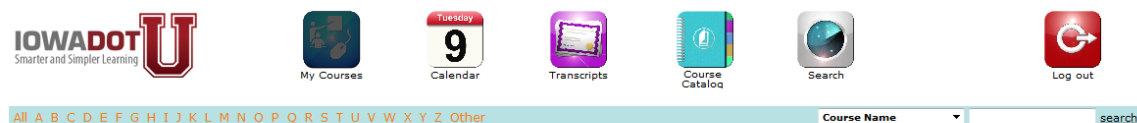
Enter your User Name in the top white box and your password in the bottom white box.

Press **Login**.



You should see the screen below. This is the **My Courses** screen. It will show courses that you have registered for.

You can return to this screen at any time by pressing the **My Courses** icon at the top of the screen.



There are several ways to find TTCP classes. The first is by clicking on **Calendar**.

A screen similar to the one below should appear.

You can then move through the calendar to the date of the class you want, find the class, and click on it to enroll.



My Courses



Calendar



Transcripts



Course Catalog



Search



Log out

Calendar

SEARCH CRITERIA HEADER

Search

December 2015					
Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	1 NEW EMPLOYEE ORIENTATION (8:00 AM - 8:30 AM - 4:00 PM); THRIVING ON CHANGE (8:30 AM - 4:00 PM); FACE2FACE COMM EMPLOYEE (8:30 AM - 4:00 PM); PCC Level I recertification (9:00 AM - 4:00 PM CST); PCC Level I recertification (9:00 AM - 4:00 PM CST); Aggregate Level I recertification (9:00 AM - 1:00 PM - 4:30 PM); Room - M.E.E.T TRAINING (3:15 PM - 4:30 PM); Room -	2 ADA/EEO/AA/PSH (8:00 AM - 11:30 AM); Room - PCC Level I certification (9:00 AM - 4:00 PM CST); PCC Level I certification (9:00 AM - 4:00 PM CST); VALUING DIVERSITY (12:30 PM - 4:30 PM); ADAPTING4CHANGE (1:00 PM - 4:00 PM); Room -	3 CREATIVE THINK & PROBLEM SOLVING (8:30 AM - 4:30 PM); PCC Level I certification (9:00 AM - 4:00 PM CST); PCC Level I certification (9:00 AM - 4:00 PM CST); Aggregate Level I recertification (9:00 AM - 1:00 PM - 4:30 PM); FIRST AID/AED/CPR (OSHA) (12:30 PM - 5:00 PM); Aggregate Level II recertification (1:00 PM - 4:30 PM); Room -	4 PCC Level I recertification (9:00 AM - 4:00 PM CST); PCC Level I recertification (9:00 AM - 4:00 PM CST);	
	7 Aggregate Level I recertification (9:00 AM - 1:00 PM - 4:30 PM); Room - Aggregate Level II recertification (1:00 PM - 4:30 PM); Room -	8 PROJECT MANAGEMENT SEM (8:30 AM - 4:30 PM); INVEST EE MISCONDUCT (8:30 AM - 4:30 PM); PCC Level I recertification (9:00 AM - 4:00 PM CST); PCC Level I recertification (9:00 AM - 4:00 PM CST); PCC Level I recertification (9:00 AM - 4:00 PM CST); Aggregate Level I certification (9:00 AM - 1:00 PM - 4:30 PM); Room - Aggregate Level II certification (1:00 PM - 4:30 PM); Room -	9 PROJECT MANAGEMENT SEM (8:30 AM - 4:30 PM); ETHICAL ISSUES IN WORKPL (8:30 AM - 4:30 PM); READY, SET, RETIRE (8:30 AM - 3:30 PM); Room - Aggregate Level II certification (9:00 AM - 1:00 PM - 4:30 PM); Room - PCC Level I recertification (9:00 AM - 4:00 PM CST); Aggregate Level I certification (9:00 AM - 1:00 PM - 4:30 PM); Room - Aggregate Level II certification (1:00 PM - 4:30 PM); Room -	10 HUMAN RELATIONS SKILLS (8:30 AM - 4:30 PM); Aggregate Level II certification (9:00 AM - 1:00 PM - 4:30 PM); Room - Aggregate Level I recertification (9:00 AM - 1:00 PM - 4:30 PM); Room - Aggregate Level II recertification (1:00 PM - 4:30 PM); Room -	
	14 Aggregate Level I recertification (9:00 AM - 1:00 PM - 4:30 PM); Room - Aggregate Level II recertification (1:00 PM - 4:30 PM); Room -	15 PCC Level I recertification (9:00 AM - 4:00 PM CST); PCC Level I recertification (9:00 AM - 4:00 PM CST); PCC Level I recertification (9:00 AM - 4:00 PM CST); Aggregate Level I certification (9:00 AM - 1:00 PM - 4:30 PM); Room - Aggregate Level II certification (1:00 PM - 4:30 PM); Room -	16 PCC Level I recertification (9:00 AM - 4:00 PM CST); Aggregate Level I certification (9:00 AM - 1:00 PM - 4:30 PM); Room - Aggregate Level II certification (1:00 PM - 4:30 PM); Room -	17 PCC Level I recertification (9:00 AM - 4:00 PM CST); PCC Level I recertification (9:00 AM - 4:00 PM CST); PCC Level I recertification (9:00 AM - 4:00 PM CST); Aggregate Level I certification (9:00 AM - 1:00 PM - 4:30 PM); Room - Aggregate Level II certification (1:00 PM - 4:30 PM); Room -	
				18 PCC Level I recertification (9:00 AM - 4:00 PM CST); PCC Level I recertification (9:00 AM - 4:00 PM CST); PCC Level I recertification (9:00 AM - 4:00 PM CST); Aggregate Level I certification (9:00 AM - 1:00 PM - 4:30 PM); Room - Aggregate Level II certification (1:00 PM - 4:30 PM); Room -	

The second is by clicking on **Course Catalog**.

A screen similar to the one below should appear.

Expand the folders on the left by clicking on the boxes with the “+” sign.

You will see a folder called Technical Training & Certification Program with all of the classes in the program.

Clicking on the class you want will show only those particular classes on the calendar.

You can then move through the calendar to the date of the class you want, find the class, and click on it to enroll.



## Catalogs

Catalog

Non-DOT Catalog

Technical Training & Certification Program

Aggregate Level I certification

Aggregate Level I recertification

Aggregate Level II certification

Aggregate Level II recertification

Bridge Deck Grade

Contract Administration for Local Systems - Advanced

Contract Administration for Local Systems - Basic

Erosion Control certification

Grading Field Inspection

HMA Level I certification

HMA Level I recertification

HMA Level I Update

HMA Level II certification

HMA Level II recertification

HMA Paving Field Inspection

HMA Sampler certification

HMA Sampler recertification

Monitor Administration

PCC Level I certification

PCC Level I recertification

PCC Level II certification

1 7 31

December 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	1 PCC Level I recertification PCC Level I recertification	2	3 PCC Level I recertification	4 PCC Level I recertification	5
	7 PCC Level I recertification PCC Level I recertification PCC Level I recertification	8 PCC Level I recertification	9	10 PCC Level I recertification	11
	14 PCC Level I recertification PCC Level I recertification	15 PCC Level I recertification	16	17	18
	21	22	23	24	25
	28	29	30	31	


The third is by clicking on **Search**.







A screen similar to the one below should appear.

Here, you can enter any or all of the different search options available and then click on **Search**.

For example, the screen below is a search for HMA Sampler classes in District 5.

B.B. User - IDOT | log out View Cart





Search Courses Search

**Search Criteria**


Enter the search parameters in the area along the right hand side, when complete, press "Search" button for the results.



**Course Type** Any ☒ Classroom ☐ Online ☐ Event ☐ Certification: ☐




**Search Text:**




**Instructor:**


Admin User  
 Arthur Hope A  
 Instructor TBA Instructor TBA  
 Knight Amy L  
 Learnsoft lsglm




**Any Date:** ☒ Date Range ☐



**Start Date:**




**End Date:**




**Facility:**

District 5 - Fairfield Materials Building



**Training Vendor:**

- Select One -



**Room:**

- Select One -

When you click on the **Search** button, the following screen appears.

You can then find the class session you want and click on the **Enroll** button at the right.

AVAILABLE LEARNING OBJECT INSTANCES					
Enroll	Name	Start Date	End Date	Location	Instructor View
	HMA Sampler certification(HMA01)	2/17/2016 9:00 AM CST	2/17/2016 12:00 PM CST	District 5 - Fairfield Materials Building - Materials Training Conference Room	Instructor TBA Instructor TBA <a href="#">Enroll</a>
	HMA Sampler recertification(HMA10)	2/11/2016 9:00 AM CST	2/11/2016 12:00 PM CST	District 5 - Fairfield Materials Building - Materials Training Conference Room	Instructor TBA Instructor TBA <a href="#">Enroll</a>

All of these various ways to find a class in which to enroll will take you to the same screen once you choose to enroll.

This screen should be similar to the one below.

There are four simple steps for City and County employees.

Step 1: Read, and accept by clicking on the box, the cancellation/refund policy at the top of the screen.

Step 2: Put a "2" in the **Promotion Code** box and click **Apply**. This will give you the reduced price.

Step 3: In the **Payment Mode** drop down, select **Check**.

Step 4: Click on the **Enroll** button at the top right.

You should receive a confirmation notice of "enrollment pending" for the classes in which you have enrolled.

Please mail your check to:

Iowa DOT

800 Lincoln Way

Ames, IA 50010

Attn: Brian Squier

**After your check has been received, your enrollment will be moved from pending to enrolled.**

Learning Object Instance		Enroll	
Please select the payment mode and accept cancellation/refund policy and then click Enroll button.		<input checked="" type="checkbox"/> I have read and accept this cancellation/refund policy.	
COURSE INFO			
Course Name:	HMA Sampler certification		
Description:	DOT Employees please enter 1 as the Promo Code. Other Government Agencies please enter 2 as the Promo Code. All others please leave the Promo Code blank.		
Vendor:			
Authorizer:	Admin User Anderson Christie S Arthur Hope A Buseman Sara L Feel Look	Start Date:	2/17/2016 9:00 AM CST
		End Date:	2/17/2016 12:00 PM CST
Payment Mode:	Check	Notes:	Please bring the following items to class: Pencils and paper Calculator (may not use phone calculator) Safety glasses and steel toe shoes are required for all classes requiring heavy work.
Paid Time:	<input checked="" type="checkbox"/>	Location:	District 5 - Fairfield Materials Building - Materials Training Conference Room
Due Date:		Direction:	Turn north off of Highway 34 onto 4th Street. Continue north on 4th Street to West Briggs Street, then turn east. Building is on the north side of the street. Parking is on the street.
List Price:	\$ 75.00		
Promo Price:	Promo Price - \$ 50.00		
Promotion Code:	2 Remove		
Credit Units:			
Credit Hours:			
Accreditation:			
Outline:	This level of certification is for a hot mix asphalt sampling technician. This class is not necessary for individuals who are Level I HMA certified. Topics covered include: - Obtaining representative samples by approved methods - Frequency of sampling - Correctly labeling and securing samples - Performing core densities (agency only)		